CStars
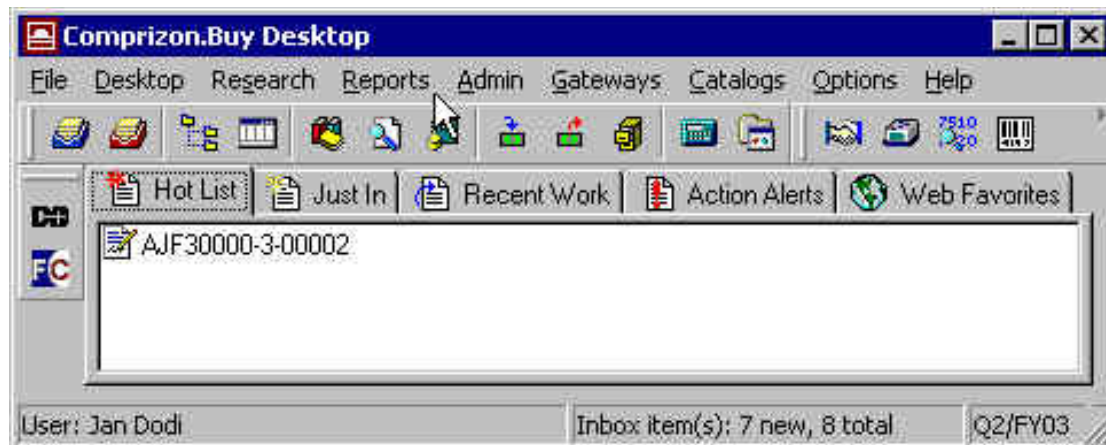
**Additional Training
Material
Moving Files to H:
And Attachments**
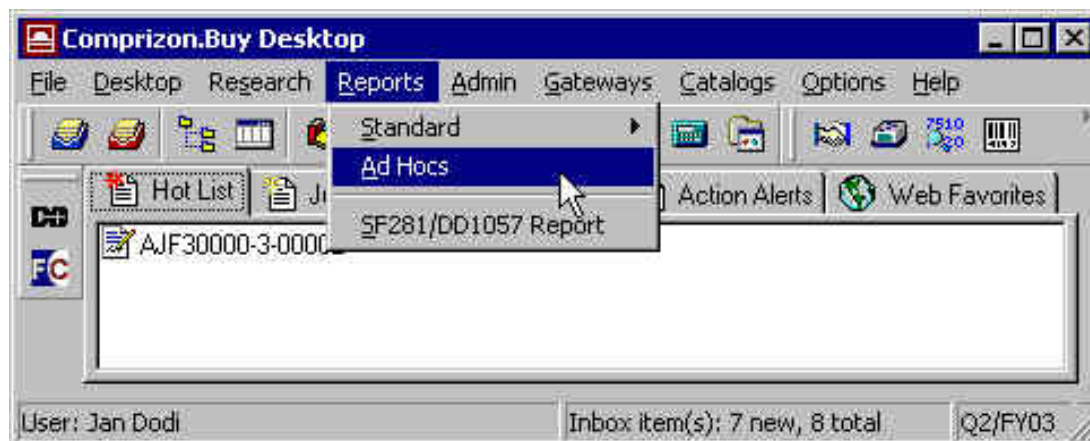
Attachments

Have your documents saved on the A:Drive (your floppy).
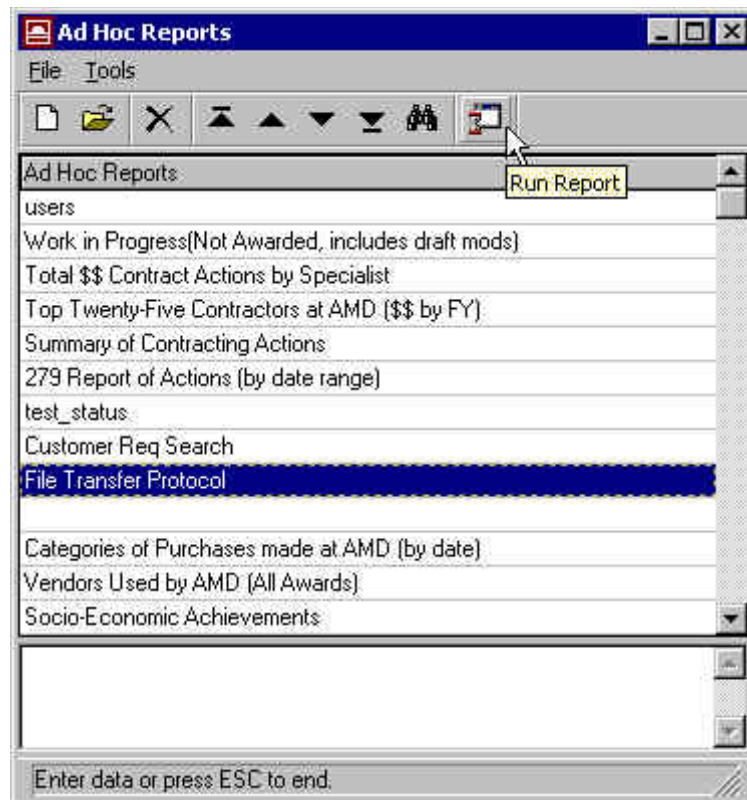
Open C* and go to the Reports Menu.
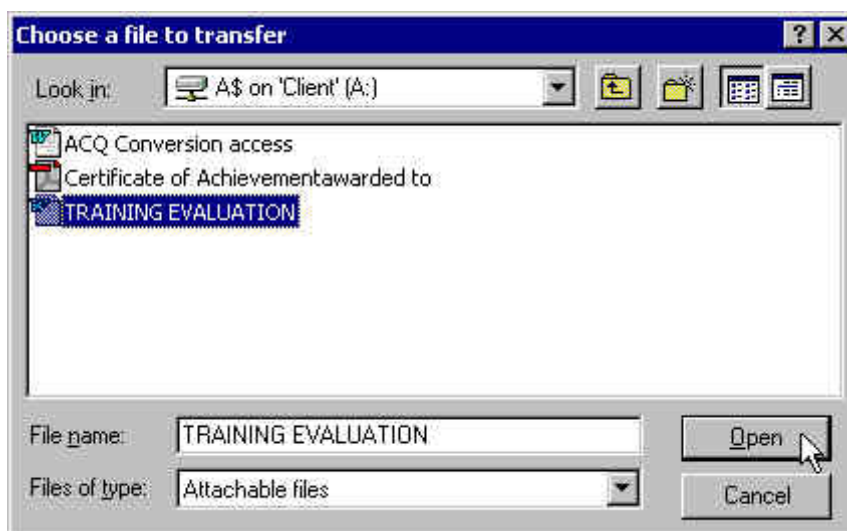

ADHOCS

Highlight File Transfer Protocol

Click Run Report Icon

Use the mouse to locate the file to be attached. Highlight and click OPEN

The file will copied from the original location to your subdirectory on the

Message   ✕

Copying "A:\TRAINING EVALUATION.doc" to "H:\amd-jxd\TRAINING EVALUATION.doc" ...

[OK]

The Message Box below will appear indicating that you have successfully trans-
ferred your document.

Message   ✕

File Transfered...

[OK]

Close back to your Desktop. When you are at the location in which the file is to be
attached, simply go to the your subdirectory on H and highlight the file. You DO
NOT need to launch into the file or do a file SAVE-AS as previously taught.

Attaching Documents

WORD* documents can be attached on the Requisition, Purchase Request, Award document, Modifications, etc. The procedure listed below is used for all attachments.

*NOTE: If your document is a WordPerfect file, you will need to save it as a Word document in the WORD 97 version.

1. Go to the TEXT tab on the Administrative Hyperlink.

2. Click your mouse in "TEXT File to be printed after the line items" (Figure 43 #1)

3. Click the BROWSE button

4. Highlight the file on either you're a drive on the H drive, Click OPEN